

# **JUVENILE REHABILITATION ADMINISTRATION**

## **JRA POLICY #3**

### **TRANSFER OF YOUTH BETWEEN JRA RESIDENTIAL PROGRAMS**

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**ADMINISTRATIVE POLICY  
JRA POLICY NO. 3**

**SUBJECT:**           **TRANSFER OF YOUTH BETWEEN JRA RESIDENTIAL  
PROGRAMS**

**INFORMATION**

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                  **Chapter 388.730 WAC**

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                  Juvenile Rehabilitation Administration

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**3-100       PURPOSE**

This document establishes policies and procedures for transfer of Juvenile Rehabilitation Administration (JRA) youth between residential programs.

**3-200       SCOPE**

This policy applies to JRA organizational units and contracted residential programs.

**3-300       DEFINITIONS**

**1. Basic Training Camp (BTC)**

A medium security residential program for eligible JRA youth under RCW 13.40.320.

**2. Community Facility (CF)**

A JRA-operated or contracted minimum security residential program for the care, custody, education, and treatment of juveniles committed to JRA under RCW 13.40.185.

A county detention facility that houses juveniles committed to JRA under RCW 13.40.185 pursuant to a contract with the department is not a community facility.

**3. Community Facility Liaison**

The Community Facility Liaison monitors and evaluates the community placement process and outcomes of Policy 3 and procedures. This position is assigned through JRA Central Office.

**4. Community Placement Process**

The procedure used to identify youth eligible for community placement and acceptance of youth by community facilities.

**5. Facility**

A JRA-operated or contracted residential program.

**6. Institution**

A JRA-operated or contracted residential program that provides maximum, medium, or institution minimum-security classification placement.

**9. Minimum-Security Facility**

A JRA-operated or contracted residential program for the care, custody, education, and treatment of youth with less serious behavior problems under RCW 72.05.150. These include CF and the Residential Treatment and Care Program.

**10. Residential Treatment and Care Program (RTCP)**

A residential program in a single family residence operated for the care, custody, education, and treatment of youth assigned minimum-security classification and committed to the department under RCW 13.40.185.

**11. Short-Term Transition Program (STTP)**

A county detention program contracted by JRA to provide secure placement and residential transition services for youth initially assigned a minimum-security classification and pending transfer to a community facility.

## **12. Transition Coordinator**

A JRA Transition Coordinator is responsible for coordinating the placement of JRA youth in minimum-security facilities and the Basic Training Camp. This position is appointed by the Director of the Division of Community Programs

## **13. Transition Planning**

A process used by JRA combining facility and community risk assessment with treatment/program need identification for JRA youth to assist in placing youth in the least restrictive setting as they move through the JRA continuum of care and back to their communities.

**3-400**

## **POLICY**

- 1. JRA placement decisions must be based on risk assessment and treatment needs of youth.**
- 2. Ongoing risk and needs assessment must occur during a youth's commitment to JRA.**

JRA will ensure youth are assessed to determine appropriate placement and treatment programming as a part of transition planning.

- 3. JRA will place youth in the least restrictive setting each youth is eligible and appropriate for, within available resources.**

## **I. GENERAL TRANSFERS**

- A. All youth committed to JRA must be directly placed at a medium or maximum security facility to serve at least 10 percent of their minimum sentence or 30 days, which ever is longer, before becoming eligible for community placement.**

Youth initially identified for a Residential Treatment and Care Program (RTCP) may be placed in an RTCP directly from detention if they have served 10 percent of their minimum sentence, or 30 days, which ever is longer, in a secure setting.

**B. Transfers of youth between facilities are conducted for reasons that include, but are not limited to custody, treatment, transition, or community protection and must be consistent with the security classification of a youth.**

- (1) Transfers may be initiated and confirmed by telephone with mutual consent of the respective Superintendents/Regional Administrators or designees of the sending and receiving facilities.
- (2) The receiving facility will be involved in any decision to change a scheduled transfer. If consensus on the decision is not reached using the normal chain of command, the issue will be referred to the Superintendent and Regional Administrator or designees for resolution.
- (3) Notification to parents or guardians is required on transfers, consistent with the confidentiality requirements in Policy 29, *Confidentiality and Release of Juvenile Records and Operations Records*, and will be documented.
  - (a) The sending program will ensure reasonable and timely notification of a youth's transfer to the parents/guardians.
  - (b) An attempt to contact parents or guardians by telephone will be made prior to the transfer.
- (4) The JRA Case File, including medical records, should accompany the youth and be forwarded to the appropriate office or facility at the time of transfer, per Policy 11, *JRA Case Files*.
- (5) Transfers will be documented by the sending program in a Record of Official Action (ROA) in the Automated Client Tracking (ACT).
  - (a) ROA's will be completed before or at the time of transfer except for after business hours transfers. For after business hours transfers, transfer information on youth will be by telephone and an ROA placed in ACT by noon of the next business day.
  - (b) The ROA documenting all transfers should include:
    - (i) Length of stay in the program and purpose of the transfer;
    - (ii) Summary update of treatment progress, suicide, mental health and medication or other health and safety issues;
    - (iii) If applicable, a brief description of the incident/behavior leading to the transfer to a more secure program, and pending charges, if any;

- (iv) Summary update of behavioral and security issues, including assaultive or escape behavior;
- (v) Release date information;
- (vi) Any recent change in security classification, and
- (vii) A statement of the sending residential program's willingness to have the youth return.

**C. All transfers between institutions will be coordinated through an Associate Superintendent/designee.**

**II. TRANSFERS TO OR BETWEEN INSTITUTIONS PROMPTED BY SAFETY AND SECURITY CONCERNS.**

**A. A facility transfer review will be conducted to ensure the affected youth is aware of the reason for transfer and their right to appeal.**

- (1) The review will be conducted by an Associate Superintendent/designee of the receiving institution and documented in case notes.
- (2) The youth will receive a written explanation of the reasons for transfer and will be notified of the right to appeal as soon as possible but no later than seven days after being transferred.
  - (a) The transferred youth may appeal by filing a Youth Complaint Form per Policy 13, *Filing and Processing Youth Complaints*.
  - (b) The transferred youth has up to fifteen days of receipt of the written explanation to submit an appeal.
- (3) Minimum Security Facilities will return the youth to the appropriate institution and complete additional documentation.
  - (a) The Transition Coordinator and an Associate Superintendent/designee must be notified prior to the transfer of a youth.
  - (b) Placement for youth originally transferred from a STTP or RTCP is determined by reviewing the "Show Placement Options" in ACT.
  - (c) The Minimum Security Facility will complete a "Community Facility Violation Incident Report" on ACT for all youth transferred from the Minimum Security Facility to an institution.
  - (d) The Minimum Security Facility will complete an ROA as required by 3-400.I.B.(5).
  - (e) The Minimum Security Facility will complete a CRA within seven days of transfer.

**B. Transfers between maximum security institutions for the purpose of placement in the receiving facility Intensive Management Unit require prior approval of both facility superintendents.**

- (1) The Division of Institutional Programs Director will be notified of the decision.
- (2) A transfer review will be conducted per 3-400 II.A.(2).

**III. MINIMUM-SECURITY FACILITY AND BASIC TRAINING CAMP TRANSFERS**

**A. Basic Training Camp and the RTCP will be given priority when placing eligible youth. Diagnostic coordinators will contact the Transition Coordinator on BTC and RTCP eligible youth.**

**B. The community placement process will begin at diagnostic for youth who are minimum-security eligible.**

Diagnostic staff will immediately send notice of a youth who is minimum-security eligible to the Transition Coordinator.

- (1) When possible, the notice will be sent by e-mail. The notice will identify if the youth has been assessed during the diagnostic process to need:
  - (a) drug and alcohol treatment (recently assessed and recommended for inpatient treatment; or recently completed treatment and in need of continuing care);
  - (b) mental health services (including suicidal behavior); or
  - (c) sex offender treatment services.

Additional diagnostic information may be provided to assist in the placement process.

- (2) The Transition Coordinator will work with diagnostic and facility staff to identify a program and transfer the youth as appropriate.

**C. Institutions will include Community Placement Eligibility as part of initial and/or transition multi-disciplinary team (MDT) reviews for youth.**

**D. JRA youth will be screened for minimum-security facility, BTC, or RTCP placement by the Transition Coordinator in collaboration with diagnostic and program staff.**

- (1) Planning will begin early in a youth's commitment. The screening of youth for a specific placement will begin at least 90 days prior to Community Placement Eligibility, with the designation of a specific program at least 45 days prior to transfer. If the length of sentence does not allow these time frames, youth should be screened as soon as possible.
- (2) The Transition Coordinator will periodically review institutional minimum-security youth without a community placement for placement eligibility and appropriateness.

**E. Transition Coordinator and Community Facility Administrators will visit the institutions to update institution staff on community transition process.**

**F. Youth are considered eligible for placement in a community facility, as described below:**

- (1) Youth placed in an institution, who continue to be eligible for placement in a community facility, must remain eligible until the first scheduled CRA (90 days).
- (2) After the initial 90 days, continued eligibility is determined as outlined in the Community Placement Eligibility Requirements (CPEER), unless there is an override. Refer to Policy 5, "Security Classification Standards".

**G. The Transition Coordinator, as a part of the final placement decision-making process, will:**

- (1) Discuss program dynamics in relation to the youth's transition plan with the CFA/Community Programs Administrator (CPA)/designee of the targeted community facility and involved institution staff. This discussion will occur prior to initiating the final transfer requirements (at least 45 days prior to anticipated transfer date when sentence and placement circumstances allow).



- (2) Notify (by e-mail) the corresponding CFA/CPA/designee and involved institution staff of placement of a youth and the anticipated transfer date.
  - (a) If the placement plan changes, the CFA/CPA/designee will document the reasons. The Transition Coordinator will track reasons for these changes to include why the placement plan was changed as well as the facilities and staff involved in the plan change.
- (3) Collaborate with the CFA/CPA/designees to develop a preliminary file of documents to assist the community facility in preparing to receive a youth, by:
  - (a) Obtaining copies of youth's documents from the appropriate regional office, or
  - (b) Copying records at the institution.

**H. Verification that a youth has been accepted for placement into a program is required.**

Community Facility Administrator/CPA/designee will verify acceptance of a youth into their facility by forwarding a written reply (e-mail) to the Transition Coordinator. The Transition Coordinator is responsible for notifying the appropriate institution staff.

**I. The Community Facility Administrator/CPA/designee will have ongoing contact with youth accepted into the community facility and the Institution Case Manager to ensure they understand the transition process to the community and prepare the youth for the transition.**

- (1) If safety, security, health, or program dynamic issues arise prior to transfer indicating need of a placement change, the Transition Coordinator will be notified, determine transition plan changes in discussion with the Institution Transition Liaison and CFA/CPA/designee. Transition plan changes will be documented consistent with case management requirements.
- (2) In addition, if the placement plan changes, the reasons will be documented by the Institution Transition Liaison or CFA/CPA/designee who initiated the discussion. The Transition Coordinator will track reasons for these changes to include why the

placement plan was changed as well as the facilities and staff involved in the plan change.

**J. The sending facility must complete the following prior to the transfer of a youth to a minimum security facility:**

- (1) Ensure eligibility requirements are met per Policy 5, *Security Classification Standards*.
- (2) Law enforcement, victim/witness, and school notification requirements, per Policy 9, *JRA Release, Transfer, and Placement Notification Requirements*.
- (3) Statement of Medical Necessity entry in ACT.
- (4) Initiation of the process for obtaining a new or replacement Social Security card for the youth.
- (5) Risk level classification and civil commitment screening for sex offenders.
- (6) Complete Warrant Check.

**K. Placement restrictions which apply to community facilities that are under the jurisdiction of both JRA and Children's Administration include:**

- (1) When juveniles are assessed as high to moderate risk for sexually aggressive behavior, they may not be placed in a community facility with youth under the jurisdiction of the Children's Administration, unless:
  - (a) They are placed in a separate living unit solely for juveniles currently under the jurisdiction of JRA; or
  - (b) They are placed in a program that contracts specifically for the provision of services to sexually aggressive youth.
- (2) Juveniles under commitment to JRA for a class A felony may not be placed in these community facilities unless:
  - (a) They are housed in a separate living unit solely for juveniles currently under the jurisdiction of JRA;
  - (b) They are placed in a community facility that is a specialized treatment program and the juvenile is not assessed as sexually aggressive, per RCW 13.40.470; or

- (c) They are placed in a community facility that is a specialized treatment program housing one or more sexually aggressive youth

and the juvenile is not assessed as sexually vulnerable under RCW 13.40.470.

**L. Minimum Security Facilities must notify Transition Coordinator and Superintendent/designee prior to the transfer of a youth to an institution.**

- (1) A youth transferring from a community facility should be returned to the sending institution unless:
  - (a) This is inconsistent with security or program needs, such as:
    - (i) There is an increase to maximum security classification,
    - (ii) There are mental health or medical reasons, and/or
    - (iii) The youth needs to be separated from a co-defendant.
  - (b) A male youth from Echo Glen has turned 15 years of age,
  - (c) Other JRA policy or directive prohibits such return, or
  - (d) The youth is eligible for placement at the Basic Training Camp. In this case, the youth shall be screened with the Basic Training Camp Admission Agent prior to return to the institution.
- (2) Placement for youth originally transferred from a STTP or RTCP is determined by reviewing the Show Placement Options in ACT.
- (3) The Minimum Security Facility will complete a Community Facility Violation Incident Report on ACT in addition to an ROA for all youth transferred from the Minimum Security Facility to an institution.
- (4) The Minimum Security Facility will complete a CRA within seven days of transfer from a community program to an institution unless the youth has been in JRA custody less than 90 days.

**M. The Transition Coordinator is responsible for oversight of the community transfer process for community eligible youth.**

**IV. EXCEPTIONS TO THIS POLICY REQUIRE DIRECTOR APPROVAL.**